

## CONDITIONAL USE PERMIT/INTERIM CONDITIONAL USE PERMIT

### APPLICATION SUBMITTAL CHECK LIST

- Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property. This information can be obtained from the Washington County Assessor's office (651-430-6090).
- Attach a written narrative explaining the reason for the application.
- Complete the "Applicant's Response to Ordinance Criteria" form.
- Submit five 24" X 36" plan sets.
- Submit one 8½" X 11" and ten 11" X 17" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to [kdennis@cottage-grove.org](mailto:kdennis@cottage-grove.org).
- Supply drainage and grading plans and drainage calculations, if applicable to project.
- Submit the \$400.00 application fee for a conditional use permit or the \$300.00 application fee for an interim conditional use permit.

### APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining the reason for the application, and the application fee.
- The City will notify property owners within 500 feet.
- The City will publish the public hearing notice.
- Planning staff will prepare Staff Reports.
- Planning Commission holds public hearing.
- Planning Commission and staff's recommendations forwarded to City Council.
- Action by City Council.
- The City records the Resolution with Washington County.
- Applicant submits escrows/requests building permit(s).

**CONDITIONAL USE PERMIT/INTERIM CONDITIONAL USE PERMIT  
RESPONSE TO ORDINANCE CRITERIA**

In order to aid in the review process, please give a **DETAILED** response to the following ordinance criteria on this form or on separate exhibits. Your ability to meet the criteria is what the Planning Commission/City Council is required, in part, to base their review, so be specific.

A. Will the use be in conformity with the City's Comprehensive Plan and with the purpose, intent, and applicable standards of the Zoning Ordinance? EXPLAIN.

B. The use shall be located, designed, maintained and operated to be compatible with the existing or intended character of that zoning district in which it is located. How does the proposed use fit these criteria?

C. The use shall not depreciate values of surrounding property. Explain effects of the proposed use on surrounding property values.

D. The use shall not be hazardous, detrimental or disturbing to present and potential surrounding land uses due to noises, glare, smoke, dust, odor, fumes, water pollution vibration, general unsightliness or other nuisances. Explain effects of proposed use.

E. The use shall generate only minimal vehicular traffic on local streets as defined by the Transportation Element of the Comprehensive Plan. The use shall not create traffic congestion, unsafe access, or parking needs that will cause inconveniences to the adjoining properties. Explain the transportation needs for the proposed use.

F. The use shall be served adequately by essential public services such as streets, police, fire protection and utilities. Explain how the proposed use will be served.

G. The use shall not create excessive additional requirements at public cost for public facilities and services and shall not be detrimental to the economic welfare of the City. Justify this statement.

H. The use shall preserve and incorporate the site's important natural and scenic features into the development of adjacent vacant land. Will these criteria be met?

I. The use shall cause minimal adverse environmental effects. List any effects.

J. The use shall not adversely affect the potential development of adjacent vacant land. List any potential problems.

In addition to the general criteria for Conditional Use Permits, the following additional requirements apply to Interim Conditional Use Permits:

K. The period(s) of time for which the Interim Conditional Use Permit is to be granted will terminate before any adverse effects are felt upon adjacent property.

L. There shall be adequate assurance that the property will be left in suitable condition after the use is terminated. What measures are you intending to take to return the property to a suitable condition?

M. The use conforms to the zoning regulations.  Yes  No

N. What is the time frame you intend on utilizing the Interim Conditional Use Permit?

O. Permission of the use will not impose additional costs on the public. Are any additional public safety or public works personnel required? How do you intend to reimburse the City?

P. The user agrees to any conditions that the governing body deems appropriate for permission of the use.